

Locating, Reading, and Navigating Messages

You can locate messages posted to one topic or to all topics. You can also locate new messages only.

1. From the *Discussions* screen, do one of the following:

- To locate messages:
 - in one topic, click the topic title.
 - that you posted, click **All My Posts**. Note that this will include the messages that you posted, as well as your threaded replies and your blog comments.
 - in all topics, click **All Topics**.

Note: It may take some time to load all of your messages or all messages posted. After you click these links, they are disabled so that the request is sent only once.

- To locate new messages:
 - in all topics, next to *All Topics*, click **New**.
 - in one topic, next to the topic title, click **New**.
 - posted in reply to your messages, next to *All My Posts*, click **New Replies**. Both comments and replies are included.

Tip: If you want to see your original message, next to *In Reply to*, click the **Expand** icon.

2. To read and navigate messages, do the following:

- For threaded messages:
 - To read the message, click the message subject.
 - To navigate messages, click **Next Message** or **Previous Message**.
 - To navigate pages, click the **Next Page** or **Previous Page** icon.
 - To view peer review, click **View All Peer Reviews**. For more information, see *Using Peer Review*.
- For blog messages, the messages are displayed.
 - To read comments on a message, click **Comments**.
 - To navigate pages, click the **Next Page** or **Previous Page** icon.
 - To view peer review, click **View All Peer Reviews**. For more information, see *Using Peer Review*.
- For journal entries, the entries are displayed.
 - To read comments on an entry, click **Comments**.
 - To navigate pages, click the **Next Page** or **Previous Page** icon.
 - If the journal is public it displays links to the journals of all Students in the course who have added entries to their journals. To read another Student's journal, under **Name**, click the name of the Student. To return to your journal, click **My Journal** at the top of the list.
 - To view peer review, click **View All Peer Reviews**. For more information, see *Using Peer Review*.

3. If the message includes an attached file that you want to view or download, next to *Attachments*, click its file name.

See Also

[Replying and Commenting on Messages](#)

[Printing and Saving Messages](#)

[Using Peer Review](#)

[Forwarding Threaded Messages](#)

[Posting Messages](#)